

3-3

**Contract  
Adjustments:**

**Review Force  
Accounts**

## Review Force Accounts

When extra work, an altered unit price, or altered work is required but the DOT and the contractor cannot agree on the price, use a *force account*. A force account can also be used if the Resident Engineer decides that extra work, altered unit price, or altered work needs to be completed, but the Contractor disagrees. Even if the contractor disagrees that the work needs to be completed, the contractor must perform the work.

Some reasons why the department and contractor may not agree on the price include:

- ◆ Estimated costs differ
- ◆ The work to be completed is unusual and difficult to price

For a force account, both the Resident Engineer and the contractor keep detailed records on the work completed by the contractor. These records include:

- ◆ Materials and their cost
- ◆ Labor (rates and hours worked)
- ◆ Equipment

The contractor is paid for the cost of the materials, labor, and equipment, plus a percentage for each. Provide a description of the work to be completed for the force account as well as justification for the work that is being completed. The justification should have enough detail as to why the work is required.

Note that if a supplemental agreement is created but the contractor and the Resident Engineer cannot agree on the price, then void the supplemental agreement and create a generic force account line item for the new force account.

The Force Account approval process is not tracked in HiCAMS; manual force account records must be

maintained. Payment for a force account line item is processed like an original contract line item. It will be paid as part of the monthly estimates; that is, a pay record will be entered to process the line item on a monthly estimate.

When entering a force account, complete the following steps:

- Step 1:** Indicate the type of contract adjustment as Force Account (FA).
- Step 2:** Specify the type of work as Roadway, Bridge, or both.
- Step 3:** Specify the authority for the change as Extra Work, Altered Work, or Altered Unit Price.
- Step 4:** Enter the description of the force account.
- Step 5:** Enter the justification that provides a detailed explanation as to why the force account is required.
- Step 6:** Enter a comment, if applicable.
- Step 7:** Enter the contract line item description and quantity.
- Step 8:** Enter a contract line item long description, if applicable.
- Step 9:** Allocate the line item quantity to work orders.
- Step 10:** Activate the force account.
- Step 11:** View/Print the Force Account Documentation Report.
- Step 12:** Enter a pay record using Contract Tracking in HiCAMS to process the line item on an estimate.

### To Track a Force Account

- Step 1:** Log onto HiCAMS. See “*Logging On to HiCAMS*” for details.
- Step 2:** Choose **Functions® Contract Adjustments® Review Force Accounts** from the menu.
- Step 3:** Display the contract number to work with using one of these procedures:
- ♦ Type the contract number and press the Enter key.
  - ♦ Choose the contract following this procedure:
    - 1 Click the book icon to the right of the **Contract** field.  
The **Contract Selection** window appears.
    - 2 To select a contract from another location, select it from the list box in the **Location** field.
    - 3 Find the contract to add force account to from the list in the window. Use the scroll bar, if necessary.
    - 4 Click **OK**.
- Step 4:** The **Review Force Accounts** window displays; the information associated with the contract selected appears.
- Step 5:** Click the **New** button.

### Complete the General tab

If the Central Construction Unit specified the **Type of Contract** at the contract level as **Surfacing/Resurfacing**, then HiCAMS sets the **Type of Work** to **Roadway**. Once set, **Type of Work** can be updated.

- Step 1:** Choose the type of work from the **Type of Work** box. Choices are:
- ♦ Bridge

- ♦ Roadway
- ♦ Both

**Step 2:** Choose the **Authority for Change**. This displays why the contract adjustment is requested:

- ♦ Extra Work
- ♦ Altered Work
- ♦ Altered Unit Price

**Step 3:** Add a description for the contract adjustment in the **Description** field.

**Step 4:** Add a comment about the contract adjustment in the **Justification** field.

**Step 5:** Enter any comments, if applicable, in the **Comments** field.

### **Complete the Line Items tab**

Fill in the required fields in the **Line Items** tab. Note that the **Unit of Measure** is in dollars and the **Unit Price** is \$1.

**Step 1:** Enter a detailed description of the line item affected by the Force Account in the Description field, if applicable. To do so, click the right mouse button and choose **Floating**.

**Step 2:** Enter the quantity affected by the contract adjustment in the **Quantity** column.

### **Complete the Work Order Details tab.**

If there is more than one work order, the quantity of the line item can be assigned to appropriate work orders:

**Step 1:** Select the work order that will fund the quantity from the **Work Order Selection** box. Drag it to the right to

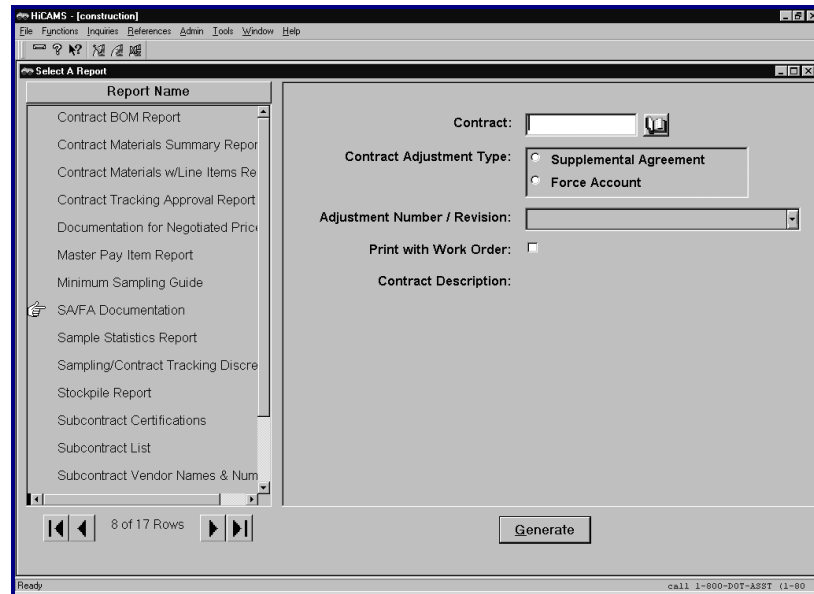
the **Contract Adjustment Work Order Line Items** box.

- Step 2:** Type the quantity of the line item funded by that particular Work Order in the **Quantity** field.
- Step 3:** Change the participation to **Non-Participating**, if appropriate.
- Step 4:** If there is more than one work order that will fund the line item, continue performing Steps 1 and 2 until complete.
- Step 5:** Click the **Activate** button at the bottom of the window.
- Step 6:** Click **Save** on the toolbar.
- Step 7:** View the **History** tab to review the chain of events.

### Printing a Force Account Report

It is possible view and print a report of the Force Account.

- Step 1:** From the menu bar, click **Inquiries→Standard Reports**.
- Step 2:** In the **Select a Report** window, a column of reports appears on the left side. Click **SA/FA Documentation**. The **SA/FA Documentation** window appears:




- Step 3:** Select the appropriate contract number to generate the report.
- Step 4:** Click the appropriate adjustment type to print a report - **Force Account**, in the **Contract Adjustment Type** box.
- Step 5:** Choose the appropriate **Adjustment Number**.
- Step 6:** Click the **Print with Work Order** box to print the contract adjustment with the associated funding sources.
- Step 7:** Click the **Generate** button. The report displays; click the Print icon to print the report:

HiCAMS - [testconb]

File Functions Inquiries References Admin Tools Window Help

Print Preview (Supplemental Agreement / Force Account Documentation Report)

Page 1 of 2  
04/29/2007

 **North Carolina Department of Transportation**  
**Force Account Documentation**

---

**Contract:** C104901 **Federal Aid Number:** NHF-64(38)  
**Work Order:** 8.T051403 **Force Account Number:** 1.0  
**County/Countries:** Dare  
**Contractor:** BALFOUR BEATTY CONST., INC.

**1. Description, location, and justification for change:**  
Acquisition of a vacuum conveyance system to provide clean up mechanism for jetted spoil in the wetlands. The system proposed shall be a Vector Vecloader Titan 721, 3600 CFM, 27" Hg loader with supporting appurtenances as detailed.

**2. Estimate of quantities of work resulting from change and the basis for payment:**

Line Item	Description	Unit of Measure	Price	Contract Quantity	Negotiated Quantity	Net Change Quantity	Net Change Amount
121	FA #2	Dollars	\$1.0000	0.000	116843.250	116843.250	\$116,843.25

**Force Account Net Overrun: \$116,843.25**

Zoom: 100 Page 1 of 2

Ready 1-800-DOT-ASST (1-800-368)